

# UNITED STATES ACCESS BOARD



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## BY ELECTRONIC MAIL

May 13, 2019

Russ Kick  
[71789-09575743@requests.muckrock.com](mailto:71789-09575743@requests.muckrock.com)

Re: *FOIA Request for FOIA Logs Covering CY 2018 (FOIA #2018-20)*

Dear Mr. Kick:

This letter responds to your email (dated April 15, 2019) to the U.S. Access Board (Access Board) under the Freedom of Information Act (FOIA) seeking the Access Board's "FOIA request log covering 2018, which includes a field showing the subject of each request and a field for the final disposition." In response to our request for clarification, you indicated via email on May 12, 2019, that you are seeking a FOIA request log covering *calendar year* 2018.

We have located the records that are responsive to your request. Please find these records in the enclosed Excel file. This letter and enclosed Excel file complete the Access Board's response to this request (FOIA #2018-20). You will not be charged search or duplication fees for this request.

If you are not satisfied with this response to your FOIA request, you are entitled to file an administrative appeal. Your appeal must be in writing and postmarked or electronically transmitted within 90 days of the date of this letter. Appeals may be submitted by email to [foia@access-board.gov](mailto:foia@access-board.gov) or sent to the following mailing address: Chief FOIA Officer, Office of the General Counsel, U.S. Access Board, 1331 F Street, NW, Suite 1000, Washington DC 20004. To be considered properly filed, your appeal must contain (1) the tracking number of your FOIA Request; (2) the date of the determination you are appealing; (3) the name of the person who issued the determination you are appealing; (4) a statement specifying the records that are the subjects of the appeal; and (5) any facts and legal or other authorities you wish to be considered in the adjudication of your appeal. 36 CFR § 1120.36(c).

You may also seek assistance from the Access Board's FOIA Public Liaison, Wendy Marshall ([marshall@access-board.gov](mailto:marshall@access-board.gov) or (202) 272-0043) to discuss any aspect of the processing of your request.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. OGIS may be contacted by mail (Office of Government Information Services, National Archives and Records Administration,

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8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001), email (ogis@nara.gov), or telephone ((202) 741-5770 and (877) 684-6448).

Thank you for your interest in the Access Board.

Sincerely,

Frances Spiegel  
FOIA Officer/Attorney Advisor  
U.S. Access Board

Encl.